

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. TRNSTCHAA16R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Highways
4. Civil Service Position Code Description TRANSPORTATION TECHNICIAN-A	10. Division Bay Region
5. Working Title (What the agency calls the position) Senior Construction Technician	11. Section Construction
6. Name and Position Code Description of Direct Supervisor SCHIEFER, PAUL J; ENGINEER MANAGER LICENSED-3	12. Unit Bay City TSC
7. Name and Position Code Description of Second Level Supervisor KATENHUS, STEVEN D; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 2590 E. Wilder Road, Bay City, Michigan 48706 / M-F, 7:30am-4:30pm (hours may vary)
14. General Summary of Function/Purpose of Position	
<p>This position functions as a senior level Construction Technician responsible for overseeing multiple activities occurring within a project and ensuring the timely completion of all activities to ensure overall project efficiency. Resolves issues and discrepancies between other technicians, consultants, and seasonal staff. Determines what sampling needs to be completed; schedules the various testing of concrete, density, hot mix asphalt (HMA), and aggregate testing for the whole project; tracks time and expenses for all or several activities; negotiates prices for activities performed by contractors and recommends them to the Engineer; interacts with multiple contractors to ensure cohesiveness and multiple pay items for many contractors performing individual activities.</p> <p>Additionally, this position performs a full range of duties including, but not limited to, all areas of inspection, surveying, construction staking, and office work on construction of highways, bridges, and allied transportation facilities. Assigns and reviews work assignments, determines priorities, resolves problems related to projects, and trains employees. This also includes assisting with these duties throughout the Bay Region, if and when required, due to operational need.</p> <p>This position requires possession of a valid driver's license to perform daily field inspections.</p>	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Construction and Quality Control Inspections: Participate, oversee, and coordinate construction and quality control inspections for complex project activities. Coordinate staffing and scheduling of activities (testing and sampling); make decisions regarding changes that affect scheduling activity such as contractors' operation, weather, and other controlling factors; negotiate pricing of activity and materials; track overall project (includes multiple activities); review plans; maintain and oversee test data results on individual activity and enter into file system; notify staff of test results; and prepare documentation for claim meetings.

This duty requires possession of a valid driver's license to perform daily field inspections.

Individual tasks related to the duty:

- Ensure proper inspection and documentation is being completed to include work pertaining to pay items, National Pollution Elimination System (NPDES), traffic control, and contractor operations.
- Perform inspection duties on the most complex and involved projects as determined/assigned.
- Lead and train employees assisting in inspection duties on multiple projects.
- Coordinate staffing for other transportation technicians, consultants, and interns.
- Inspect the most complex phases of construction (e.g. foundations, superstructure preparation and re-steel placement, forming and concrete placement, Portland cement concrete paving, grading, and test pile driving).
- Oversee or perform all duties relating to HMA paving and concrete paving operations, including adherence to traffic control.
- Ensure that all testing, inspection and documentation is properly performed and maintained on the project, and that all safety practices and procedures are followed.
- Following the chain of authority, be responsible for determining priorities, meeting project requirements in terms of documentation, surveying, construction staking, and inspection.

Duty 2

General Summary:

Percentage: 25

Project Activity Documentation: Schedule staffing leveling using the available manpower for multiple complex operations. This includes changes in levels for various operations, night work, weekend work, and evening work. Compile the documentation completed by the experienced level technician. Review project contract documents to ensure the necessary documentation is completed properly and recorded to include Inspection Daily Reports (IDRs), NPDES, bridge grades, removal limits, pavement operations, Americans with Disability Act (ADA) compliance, seasonal limits, etc. Serve as the representative on overall multiple complex operations and ensure cohesiveness between operations. Report project status to the Senior Engineer.

Individual tasks related to the duty:

- As a project senior worker, following the chain of authority, be responsible for determining priorities, meeting project requirements in terms of documentation, surveying, construction staking, and inspection.
- Resolve problems as appropriate related to project issues.
- Evaluate proposed design changes and discuss with supervisor, assistant construction/delivery engineer.
- Coordinate and assign work to other technicians, interns, and consultants on projects.
- Responsible for completion of work assigned or delegated to other transportation technicians and interns.
- Discuss assignments with supervisor and assistant construction engineer to determine the best course of action.
- Oversee and actively participate in all phases of on-the-job safety for work crews including personal protection equipment use.
- Lead technicians and perform office work as necessary to determine final pay quantities, complete required daily reports using FieldBook/FieldManager, ensure material acceptance activities and methods are within standards and specifications, complete and submit required project documentation following e-construction guidelines, compute and adjust deck grades, and complete contractor performance evaluations.
- Prepare or review IDRs, construction pay estimates, work orders, contract modifications, force account summary, soil erosion and sedimentation control reports, etc.
- Review contractor Quality Control plans for specification compliance and recommend changes or approval.
- Review Quality Assurance plans for compliance and recommend changes or approval.

Duty 3**General Summary:****Percentage: 15**

Project Staging: Oversee traffic control and operations at staging changes; ensure safety standards are continually met, particularly at interim staging changes. Ensure overall safety is met during staging initiation and set up, interim complex stage changes, and open to traffic. Report to the Senior Engineer experiences in staging efficiency and recommend improvements for better traffic flow, worker safety, and protection of equipment.

Individual tasks related to the duty:

- Oversee the traffic control operations ensuring compliance with maintaining traffic standard plans, proposals, and all other contract documents.
- Review traffic control set-ups for safety and compliance.
- Monitor overall project and make safety-related recommendations when necessary.
- Resolve problems as appropriate related to traffic and safety, mobility, and staging.
- Evaluate proposed traffic control changes and discuss with supervisor, assistant construction/delivery engineer, and other technicians working on the project to ensure most effective plans are in place.
- Participate in project related meetings including, but not limited to, work zone reviews, staging meetings, and project progress meetings.
- Review contractor's Traffic Control Plan, Staging Plan, and Safety Plan for compliance and recommend changes or approval.
- Review overall project and ensure worker safety, traveling public safety, and pedestrian safety.

Duty 4**General Summary:****Percentage: 10**

Conflict/Problem Resolution: Resolve escalating conflicts with public, between multiple contractors, or business owners by researching rules, regulations, guidelines, specifications, and requirements for issues that affect many operations. Keep the Senior Engineer apprised of all issues. Make recommendations and provide options to resolve conflicts to meet the needs of the public, contractors, or business owners and department needs through regulation and compliance requirements.

Individual tasks related to the duty:

- Ensure proper documentation is collected at the time a public, contractor, subcontractor, or business owner conflict arises.
- Resolve pay item or budget issues.
- Communicate project related issues, problems, or conflicts to the Senior Engineer in a timely manner.
- Meet with members of the public to resolve project related issues or questions as they arise.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

When site conditions differ from those shown on the plans, or work cannot be performed as was intended, evaluate the situation and propose a solution. Modify or make field adjustments for rate of slopes, for drives, ditches, embankment fills, culverts, etc. Modify or make field adjustments for the location of driveways, ditches, and culverts, etc.

17. Describe the types of decisions that require the supervisor's review.

When a proposed solution deviates from the contract requirements, or when additions or subtractions from plan quantity exceed authorized amounts or extra items of work are not included in the plans.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical requirements include moving, transporting, and operating equipment and materials. Ability to travel to job sites and subject to transfer or reassignment to various work locations. Requires the ability to work in confined spaces and traverse various terrain and/or high structures in all kinds of weather and traffic conditions. Requires ability to safely and properly use hazardous chemicals (e.g. storage of containers, applications requiring safety equipment including respirators, hearing and eye protection, rubber gloves and protective clothing, etc.). This position requires possession of a valid driver's license. Position may require availability outside normal working hours based on operational needs.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work. |
| N | Provide formal written counseling. | N | Approve work. |
| N | Approve leave requests. | N | Review work. |
| N | Approve time and attendance. | N | Provide guidance on work methods. |
| N | Orally reprimand. | N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position functions as a senior level Construction Technician responsible for overseeing multiple activities occurring within a project and ensuring the timely completion of all activities to ensure overall project efficiency. Resolves issues and discrepancies between other technicians, consultants, and seasonal staff. Determines what sampling needs to be completed; schedules the various testing of concrete, density, hot mix asphalt (HMA), and aggregate testing for the whole project; tracks time and expenses for all or several activities; negotiates prices for activities performed by contractors and recommends them to the Engineer; interacts with multiple contractors to ensure cohesiveness and multiple pay items for many contractors performing individual activities.

Additionally, this position performs a full range of duties including, but not limited to, all areas of inspection, surveying, construction staking, and office work on construction of highways, bridges, and allied transportation facilities. Assigns and reviews work assignments, determines priorities, resolves problems related to projects, and trains employees. This also includes assisting with these duties throughout the Bay Region, if and when required, due to operational need.

This position requires possession of a valid driver's license to perform daily field inspections.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

Provides customer service to the public, local and contract agencies, and vendors. This includes coordinating construction projects, designing road and bridge projects, developing maintaining traffic plans, issuing permits, and evaluating and inspecting bridges and culverts. This position serves as the Senior Construction Technician participating, overseeing, and coordinating construction and quality control inspections for complex project activities.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of an Associate's degree in concrete technology, civil technology, construction technology, surveying technology, construction management, mathematics, or computer science.

EXPERIENCE:

Transportation Technician 11

Three years of experience equivalent to a Transportation Technician, including one year equivalent to a Transportation Technician E10.

Alternate Education and Experience

Transportation Technician 8 - 12

Possession of a Bachelor's degree or higher in an Applied Science or Science with 16 semester hours (24 term) credits in job specific or related course work qualifies for the Transportation Technician E10 level.

OR

Completion of 60 semester (90 term) credits including 24 semester (36 term) credits in any combination of course work in the following areas: structures, materials, soils, hydrology, surveying, design, drafting, bituminous, concrete, aggregate, chemistry, physics, geology, environmental science, computer science, highway or traffic technology, construction management, engineering, or mathematics may be substituted for the associate's degree.

OR

Four years of technician level experience consisting of quality control inspections, drafting, materials and testing, surveying, or traffic may be substituted for the Associate's degree.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and one year of technician level field experience may be substituted for the associate's degree.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and three years experience equivalent to a Transportation Maintenance Worker 9 may be substituted for the associate's degree.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and two years experience equivalent to an Engineering Assistant may be substituted for the associate's degree.

OR

Current certification in bituminous (hot mix), concrete, density testing, or aggregate gradation and completion of 16 semester (24 term) credits in any combination of course work in the following areas: structures, materials, soils, hydrology, surveying, design, drafting, bituminous, concrete, aggregate, chemistry, physics, geology, environmental science, computer science, highway or traffic technology, construction management, engineering, or mathematics may be substituted for the Associate's degree.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Mathematics including algebra, geometry, and trigonometry.
- Plans, proposals, specifications, standards, supplements, memorandums, and manuals.
- Design concepts and techniques, including design manuals, standard plans and specifications, construction manuals, and engineering and drafting practices.

Ability to:

- Perform the most complex transportation technician assignments.
- Determine work priorities and assign work to employees.
- Explain instructions and guidelines to others effectively.
- Organize and coordinate the support activities of a specific work area.
- Communicate effectively.
- Maintain favorable employee and public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid driver's license is required and must maintain throughout employment in the position.
- Possession of the following within 12 months of the date of hire into the position and must maintain throughout employment in the position:
 - Comprehensive Soil Erosion and Sedimentation Control (SESC) certification.
 - Construction Storm Water Operator (CSWO) certification.
- Any positions performing sampling and testing of highway materials for federal-aid projects on the National Highway System (NHS), subsequent to June 29, 2000, must be performed by qualified technicians, certified in the requisite

Bituminous (Hot Mix), Concrete, Density Testing, or Aggregate Gradation per a Civil Technician qualification program to ensure compliance with the Quality Assurance Procedures for Construction 23 CFR 637, dated June 29, 1995.

- Preferred Certifications/Trainings: HMA Paving Operations, Concrete Paving, FieldManager Training, Computerized Office Technician Training, Drilled Shaft Inspectors Training, Prevailing Wage Training, Total Station & Global Positioning Systems (GPS) for Construction (Beginner Course, Intermediate Course, and Advanced Course).

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

JENNIFER HADDON

3/3/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date